

# **Fishlake National Forest**

## **Incident Qualification Review Committee OPERATING PLAN**



**2016**

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# **I Authority, Goals, Policy, References, and Committee Members**

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## **1. Authority**

The Interagency Standards for Fire and Aviation Operations requires that each unit with fire management responsibilities will establish an Incident Qualification Card qualification and certification process. FSM 5120 requires that the Forest Supervisor establish and maintain a Forest Qualifications Review Committee (FQRC).

## **2. Goals**

The Forest Qualification Review Committee (FQRC) is established for oversight of the Incident Qualifications and Certification System. The committee provides a process to review personnel employed by the National Forest that are assigned to Incident Command System and Prescribed Fire positions. The committee makes recommendations to the Forest Fire Program Management Staff Officer (FMO), who serves at the certifying official.

## **3. Policy**

Forest Service employees shall comply with qualification requirements as established by the Wildland Fire Qualifications System Guide (PMS 310-1). Forest Employees must also follow all applicable agency requirements contained within FSM 5120, FSH 5109.17, the Forest Service Fire and Aviation Qualifications Guide, and the Interagency Standards for Fire and Aviation Operations (Red Book).

## **4. References**

- a. Standards for Fire and Aviation Operations.
- b. Wildland Fire Qualifications System Guide, PMS 310-1 (current and historical).
- c. Federal Wildland fire Qualifications Supplement to NWCG PMS 310-1
- d. Field Managers Course Guide, PMS 901-1.
- e. FSH 5109.17 (current and historical).
- f. Forest Service Fire and Aviation Qualifications Guide

## **5. Committee Membership**

The Forest Qualifications Review Committee will be comprised of individuals who have working knowledge of Incident Management and Prescribed Fire responsibilities, as well as the individuals' capabilities who are being rated.

At a minimum, the committee shall be composed of the following

- a. Fire Management Staff Officer.
- b. Line Officer Representative.
- c. IQCS Administrator
- d. NFFE/Union Representation (if the union is active).
- e. Representatives with knowledge of functional areas and unit personnel.

While additional members may not be required at all meetings, they could be called to assist in addressing training, performance, or qualification issues identified within their field of expertise.

## II Roles and Responsibilities

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### 1. Forest Supervisor

- a. Establish and maintain a Forest Qualification Review Committee (FQRC).
- b. Ensure a Line Officer representative participates as part of the Unit FQRC and provide the opportunity for a Union Official to participate on bargaining units.
- c. Ensure all units are represented on the FQRC.
- d. May delegate signing authority for Incident Qualification Cards to the Fire Management Officer, for Type 2 and lower command and general staff positions.
- e. De-certifies individuals qualifications pursuant to administrative review

### 2. Forest Fire Program Management Staff Officer

On the Fishlake National Forest, the Forest Fire Program Management Staff Officer (FMO) has been delegated Fire Program Management responsibility by the Forest Supervisor and will serve as the **Certifying Official**.

- a. Annually reevaluate each employee's Incident Command System (ICS) position qualifications, including physical fitness and experience.
- b. Recommend certification or re-certification for all Area Command and Type 1 Command and General Staff positions to the Region 4 Director of Fire and Aviation Management.
- c. Sign Type 2 and lower Command and General Staff incident qualification cards.
- d. When necessary, initiate an administrative review to determine if de-certification is appropriate.
- e. Authorizes and grants certification by signing the "Agency Certification" on the inside front cover of the PTB. Only the home unit has the authority to certify an individual's qualifications (PMS 310-1).
- f. If appropriate, delegates Authority for "Certifying Official" Role/Processes in IQCS to the Primary and Alternate Account Manager. (Reference "Delegation of Authority" Form on IQCS Homepage under documents).
- g. Specify location on the unit where employee master files will be maintained.
- h. Ensure all Administratively Determined (AD) employees hosted by a national forest meet the qualifications and certification standards within 5109.17.
- i. Ensure the employee master files contain:
  - All relevant evidence of course completion related to position qualifications.
  - Individual Performance Rating (March 1990 – February 1994)
  - Position task book verification.
  - Documented Evidence of Continued Certification.
  - Yearly updated Responder Master Record (RPTC028) from IQCS.

### 3. Qualifications Review Committees

#### Regional Qualifications Review Committee (RQRC)

Regional Qualification Review Committees shall review all individuals possessing Area Command and Type I Position Qualifications who are assigned in that Region.

#### Forest Qualifications Review Committee (FQRC)

- a. FQRC shall review all individuals possessing Type 2 or lower position qualifications, and individuals with the positions of RXM1/RXM2 or RXB1/RXB2.
- b. Ensure all employees meet and maintain the ICS qualifications in accordance with:
  - ❑ Wildland Fire Qualifications System Guide (310-1)
  - ❑ Federal Wildland Fire Qualifications Supplement to 310-1
  - ❑ FSH 5109.17
  - ❑ Forest Service Fire and Aviation Qualifications Guide
- c. Develop documented employee evaluation criteria for certification, re-certification, and deferral.
- d. Makes recommendations to the Forest Fire Program Staff Officer for final certification signature.
- e. The Chair of the Committee will ensure all committee actions are documented and distributed to committee members. A copy of this documentation will be available for preparedness reviews and auditing purposes.

### 4. Committee Members

Some committee members will be assigned an area of responsibility. For that area you are responsible for the following.

- a. Counsel employees with fire qualifications on their position development and qualifications, including training and the next logical position within the Incident Command System.
- b. Encourage all fire-qualified employees to maintain their own personal copy of all fire related records.
- c. Serve as the routing point for Task Book Initiation requests, Task Book Review Requests, and annual IQCS Master Record Reviews.
- d. If assigned, enter incident experience into IQCS. (For those that are tasked with this duty, you will request access for IQCS with the roles of **Supervisor** and **Group Leader**.)

## 5. Primary IQCS Account Manager

- a. Administer IQCS for the Forest.
- b. Designate alternate Account Manager.
- c. Receive, validate and enter data into IQCS. (Some entry may be delegated to additional IQCS access holders on the Forest.)
- d. Ensure appropriate documentation exists for all competencies that are entered into IQCS.
  - To add a non-task book position use the **Recommendation for Certification of a Non-PTB Position** Form.
  - To add other Admin Actions or Competencies (e.g. Task Books, training, etc.) use the **Authorization to Grant Admin Actions or Competencies in IQCS** Form.
- e. Provide reports from IQCS in preparation for FQRC meetings.
- f. Prepare Incident Qualification Cards for Certifying Official signature.
- g. Ensure that qualifications generated by IQCS for employees are valid by reviewing the training and experience of each employee.
- h. Attend FQRC meetings.
- i. Maintain all employee incident qualification master files.

## 6. Supervisors

- a. Provide for the development of the employee's skills by identifying qualification positions that are realistic in relation to the ability of the employee.
- b. Ensure the [IQCS New Responder Form](#) is filled out and turned into the Primary IQCS Account Manager for all new employees that will have fire qualifications.
- c. Inform Primary Account Manager of any temporary/seasonal employees that no longer need to be active in the IQCS system.
- d. Provide approval for employees to request task books.

## 7. Employees

- a. Annually review Master Record and return any updates to your committee member.
- b. Route requests for task book initiations and approvals through your committee member representative.
- c. Notify the Primary Account Manager of any change in employment status so that the IQCS data base can be updated. This includes change of agency, job series, and employment type (PFT, career, retirement, transfer, etc).
- d. Ensure copies of all incident performance evaluations, task book events, fire experience, and completed task books, are provided to the Primary Account Manager.
- e. Maintain own documentation of qualifications that are consolidated and readily available upon request.

### III Fishlake FQRC Operating Procedures

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In addition to following all guidance in 5109.17 zero code and the Forest Service Fire and Aviation Qualifications Guide; this section will address local procedures for the Fishlake and Manti-La Sal National Forests.

#### 1. Committee Members

Name	Position	Role/Area of Responsibility
Gayle Sorenson	FMO Fishlake NF	<b>FS Certifying Official</b>
Tyler Monroe*	AFMO Fishlake NF	<i>Fishlake Supervisors Office Fishlake ADs</i>
Ken Wright*	DAFMO Fillmore RD	<i>Fillmore Ranger District Fillmore Fire Crew</i>
Greg Coleman*	DAFMO Fremont River RD	<i>Fremont River Ranger District Fremont River Fire Crew</i>
Clay Matheson*	DAFMO Beaver RD	<i>Beaver Ranger District Beaver Fire Crew</i>
Glen Chappell*	DAFMO Richfield RD	<i>Richfield Ranger District Richfield Fire Crew (FS)</i>
Russ Ivie	Fuels Program Manager Fishlake NF	<i>All Fishlake FS Fuels Personnel</i>
Jason Kling	District Ranger Richfield RD, FIF	<b>Line Officer</b>
Noni Dalton	Training Officer	<b>Primary IQCS Account MGR Chair of Committee</b>
Vacant	Center Manager, RIFC	<b>Backup IQCS Account MGR</b>

Committee Members will be the routing point for employees within their *Area of Responsibility* for task book initiation requests, task book review requests, and annual IQCS Master Record reviews.

Committee members with an \* by their name are also responsible for entering incident experience into IQCS.

## **2. Meetings**

- a. Qualifications and Certification Review Meeting: This meeting will occur each spring and will consist of reviewing and certifying qualifications for the upcoming season. The committee chair will arrange a place, date, and time for the meeting.
- b. Task book approvals: At least 3 times a year the FQRC will meet and review any completed task books that have been submitted for approval.

Meetings will be held in April, August and November.

- c. The Committee Chair may call additional meetings or conduct conference calls if deemed necessary.
- d. Each member of the FQRC in attendance at meetings has an opportunity to provide input.
- e. Certifying Official will take the opinion of the committee members into consideration, but ultimately the Certifying Official will make the final determination on certification issues.

## **3. Documentation**

- a. All committee decisions and actions will be documented.
- b. All certifications will be documented in writing.
- c. All committee documentation will be located with the master records and available upon request.
- d. Official master records will be maintained by the Primary Account Manager. Location of master records is at the Fire Management Building in Richfield.
- e. The FQRC operating plan will be effective until there is a change in policy or local procedure. It will be reviewed annually.

## 4. FQRC Timeline

The following timeline outlines various processes that are the responsibility of the FQRC, Fire Training Coordinator, and Primary Account Manager. These reoccur annually.

ACTION	TARGET DATE	RESPONSIBILITY
Provide copy of Incident Qualifications Master Record to all employees via committee representatives.	2/15	Primary Account Manager
Review Master Records in preparation for IQCS Update and return any updates to your committee member.	3/15	Employee/Supervisor
Certification of Incident Qualifications Cards.	4/15	FQRC
Print Incident Qualifications Cards.	6/1	Primary Account Manager
Incident Qualifications Card to Certifying Officials for signature.	6/2	Primary Account Manager
Signed Incident Qualification Cards to Units.	6/5	Certifying Official and/or Primary Account Manager

## 5. Qualification Review Process

### a. Currency

- To maintain currency in a position you must perform that position (or another position that will maintain currency) once every 3 years for aviation, dispatch, and faller positions; and once every 5 years for all other positions.
- This must be recorded on your experience sheet and turned in for entry into the IQCS system.
- Certain air operations positions, and SECM and SEC1, may be met by performing day-to-day operational standards. See Forest Service Fire and Aviation Qualifications Guide, Currency Requirements for details.

### b. Recertification

- If currency has lapsed, the individual shall revert to the trainee level in the position for which currency has lapsed and shall be issued a position task book for the position.
- Any new training requirements that now exist must be completed.

### c. Decertification

Decertification is the process of removing or reducing an individual's fire qualifications. It is not an adverse action; an employee may be recertified by following recertification procedures.

There are three causes for losing certification.

- Employee does not meet currency requirements.
- Employee voluntarily surrenders certification or requests to be qualified at a lower level.
- Employee performs actions that violate recognized standard operational or safety procedures that are determined to cause endangerment of fire management personnel of the public.

The forest fire program management staff officer is responsible for initiating an administrative review to determine if decertification is appropriate. Performance evaluations that trigger consideration of decertification shall be coordinated and tracked. Decertification of an individual's ability to perform is the responsibility of the employing line officer at the region, forest, or district level. Any individual that has been decertified has the right to appeal.

#### **d. Positions for Which No Task Book Exists**

Recommendation for certification of positions that do not have a position task book (or other established certification procedure) will be submitted to the FQRC using the *Recommendation for Certification of Non-PTB Positions form*. This form will be used as the authorization to add the position to the Incident Qualifications Card.

There are many positions for which no task book exists. Requirements for these can be found in the Federal Wildland Fire Qualifications Supplement to NWCG PMS 310-1

DRIV: To have driver added to your qualifications card the above form must be accompanied by:

- Copy of valid state issued driver's license and/or  
Copy of current government driver's license
- Proof of Defensive Driving within the past 3 years

FINV and SECM: Although task books do exist for these positions, the FS does not require completion of task books in these positions for individuals that have completed a basic land management police training program or a criminal investigator program conducted by the Federal Law Enforcement Training Center. For individuals meeting all specified criteria that want the position added, without completing the task book, use this form to make the request.

## **6. Task Book Process**

- a. Requests/Initiation:** All requests for new Position Task Books will be made on the *Task Book Request Form* and submitted to the Committee Member for your area of responsibility. Committee Members will then route the request to the Primary Account Manager who will ensure that all pre-requisites have been met and that the PTB can be entered into IQCS. The new Position Task Book will then be issued by the Primary Account Manager. Task books may be *initiated* without first completing required training, only with the approval of the ZFMO of your area. **However, all required training must be completed before task books are submitted for certification.**

- b. **Approval:** Complete task book with appropriate dates and signatures must be submitted to the Committee Member for your area of responsibility who will provide an initial review of the task book for completeness and accuracy and fill out the header of the Task Book Review Form. If the task book is not filled out correctly it will be returned to the employee and will not be considered for certification until all items are filled out appropriately.

The Committee Member will route complete task books to the Primary Account Manager who will run the IQCS responder to role report to ensure completeness of all requirements, and provide a secondary review of the task book. If an employee is missing a requirement they will be notified and the task book will not be forwarded for approval until all requirements are met.

The Primary Account Manager will submit completed task books where all requirements have been met to the FQRC for group review and approval. Task book reviews will be documented on the *Task Book Review Form*.

- c. **Certification:** The FMO will be the Certifying Official for all task books and sign the “Agency Certification” section in the front page of the PTB.

Ideally certification will occur only after group review at one of the tri-annual meetings, but if the need for certification arises between meetings (e.g. deadlines for job applications, FSFPM, nominations, etc.) the certifying official may do so at their discretion.

The desired standard for certification will be that employees need to have had at least two assignments, two different evaluators, and in two different fuel types (as appropriate).

- There may be some exceptions for having 2 different evaluators if an individual is assigned to a team and has the same trainer.
- To be signed off as a FFT1 there must be at least one assignment as part of a 20-person hand crew or Wildland Fire Module.
- To be signed off as a DIVS there must be at least one assignment with a Type 1 or 2 Incident Management Team.
- For single Resource boss, CREW is defined as 18-20 members
- To be signed off as RXB1 or RXB2 you must complete a High (RXB1) or Moderate (RXB2) level burn plan in its entirety.
- **Ultimately the Certifying Official has the final say.**

## **IV Appendix -- Forms**

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1. **Recommendation for Certification of Non-PTB Positions**
2. **Authorization to Grant Admin Actions or Competencies in IQCS**
3. **Task Book Request Form**
4. **Task Book Review Form**

## Recommendation for Certification for a Non-PTB Position

<b>Employee Information</b>				
Name of Employee:				
Date of Request:				
Unit where employed:				
Job Title:				
Supervisor:				
<b>Position</b>				
Position being requested for certification:				
Rational for certification: (Attach any supporting documentation)				
Employee should be certified as:		Qualified		Trainee
<b>Relevant Training</b>				
I100 completed:	Date:			
IS700 completed:	Date:			
Other Related Training or experience:				
<b>Related Assignments</b>				
Incident Name	Date	Duration	Complexity	Evaluator
<b>Approval</b>				
Supervisor Signature:				Date:
Committee Member Signature:				Date:
Certifying Official Signature:				Date:
Competency granted in IQCS by:				Date:

## Authorization to Enter Admin Actions or Competencies in IQCS

<b>Employee Information</b>	
Name of Employee:	
Unit where employed:	
Job Title:	
<b>Admin Action/Competency</b>	
What Admin Action or Competency needs to be granted?	
Rational:	
<b>Approval</b>	
Certifying Official Signature:	Date:
Admin Action/Competency Granted in IQCS by: Signature:	Date:

## Form for Requesting a New Position Task Book

Name:	Date:	Requested Task Book:
Duty Station:	Agency:	Home Unit Phone #:
<b>Position Prerequisites/Date Acquired.</b>		
<i>You must meet all Position Prerequisites <b>prior to</b> be issued a new Position Task Book</i>		
/	/	
/	/	
/	/	
<b>Missing Training Requirements</b>		
<i>To be issued a TB prior to completing required training, you must have AFMO approval. You must complete all training requirements prior to certification.</i>		
<b>Other active task books:</b> <i>You can only have 6 active task books at one time and no more than 2 in any one functional area. (e.g. 2 in operations, logistics, etc.)</i>		
1.	4.	
2.	5.	
3.	6.	
SUPERVISOR SIGNATURE:		
COMMITTEE MEMBER APPROVAL:		
PRIMARY ACCOUNT MANAGER VERIFICATION:		
FS Zone/BLM Assistant FMO APPROVAL (If applicable):		

1 – After getting supervisor approval, submit this completed form to your Committee Member who will route it to the Primary Account Manager (PAM), who will ensure that all prerequisites are in place. If not, you will be informed of what is missing.

2 - If the request is accepted the PAM will initiate the PTB, make a copy of the front page for the training files, and enter the new PTB into IQCS. The new training position will be added to your qualifications card, and the initiated PTB and a new qualifications card will be sent to you.

3 – You have 3 years from the date of your first trainee experience in IQCS to complete your PTB. If no assignments are completed within 3 years from the date of initiation the PTB will expire. **Note:** *experiences that you were evaluated on need to be turned in on your experience sheets.*

4 - Once the PTB has a final evaluator, turn it into your Committee Member for routing through the approval/certification process. *Desired certification standards include a minimum of 2 assignments, 2 different evaluators, and 2 fuel types (where applicable). In certain positions (where you are assigned to a team) or certain situations, you may not be required to have 2 different evaluators. This will be determined by the Certifying Official on a case by case basis.*

5 – After the PTB is certified, the PAM will make a copy of the certification page and all evaluator pages in the back, and enter the completed PTB into IQCS. The original PTB, along with a new qualifications card, will be sent back to you.

## Task Book Review Form

Employee:	Position:	Forest:
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### Evaluation Summary

Incident Name	Fire Location ST/UNIT	# of shifts	Fuel Type For Ops (Grass, Brush, Timber, Slash)	Evaluator

Has an assignment been completed off unit?	Yes/No	Where:
For operations positions, what fuel types have been encountered?		Grass    Brush    Timber    Slash
If for DIVS, has Team assignment been completed?		Fire
If for FFT1, has hand crew assignment been completed?		Fire
For RXB1/RXB2, has appropriate burn plan been completed?		RX Fire

*All above information to be filled out by committee member*

All required training certificates are on file?	<b>Yes</b>		<b>No</b>		If no, what is missing?
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*To be verified by IQCS Account Manager*

		Initial		
Date of Review:		Yes	No	Comments
<b>*IQCS Account Manager</b>	<b>Noni Dalton</b>			
<b>*Fishlake</b>	<b>Gayle Sorenson</b>			
<b>*FS Line Officer (FIF)</b>	<b>Jason Kling</b>			
AFMO Fishlake	Tyler Monroe			
DAFMO Fillmore RD	Ken Wright			
DAFMO Fremont River RD	Greg Coleman			
DAFMO Beaver RD	Clay Matheson			
DAFMO Richfield RD	Glen Chappell			
FS Fuels	Russ Ivie			

**\*Required review for employee of your area**